

OIRM FIP Justification Checklist
\$500,000 or less

Requisition # _____

1. **Is this a FIP request?** (ADP Hardware, ADP Software, Telecommunications, ADP Maintenance, Support Services or Service)
2. **Statement of Organization's Mission** (Background of the ICD and Laboratory/Branch/Program function)?
3. **Explain the specific requirement that motivated this acquisition.** What does the program need to accomplish in functional terms?
4. **What are the expected benefits of the acquisition?** What are you doing now to meet the need, and how will this acquisition help you in measurable ways, such as service delivery improvement, faster throughput, etc.

5. **What other alternatives were considered?**

6. **Type and explanation of acquisition proposed.** (Competitive - Open Market, Federal Supply Schedule, 8(a), Competitive 8a, Small Business, or Non-Competitive).

7. **Is the equipment Energy Star compliant or is an exemption required?**

8. **Are there special FIP accommodation needs for persons with disabilities?**

9. **Have appropriate security and privacy requirements been met?**